

0410.04 Motor Vehicle Use - General Provisions

Issued January 6, 1997

SUBJECT: Motor vehicle use - general provisions.

APPLICATION: Executive Branch Departments and Sub-units. All other state operations that utilize Vehicle Services provided vehicles.

PURPOSE: To assure compliance with applicable requirements.

CONTACT AGENCY: Department of Management and Budget (DMB)
Agency Services
Vehicle Services (VS)
P.O. Box 30026, 6951 Crowner Dr
Lansing, Michigan 48909

TELEPHONE: Information 517/322-5000; Director 517/322-5001; Customer Service Manager 517/322-5004.

FAX: 517/322-5100

SUMMARY:

Each agency (department) and driver is to comply with the DMB basic requirements for State provided motor vehicle assignments, which cover:

- Vehicle Repair and Authorization
- Collision, Incident, Vandalism, Theft
- Insurance
- Credit Card
- Fuel
- Licensing and Responsibility
- Seat belts, Air bags
- Alcohol
- Smoking
- Tickets
- Travel Logs

APPLICABLE FORMS: Vehicle Damage Report
VTS-51, Vehicle Accommodation Request

PROCEDURES:

- Vehicle Repair and Authorization:
- Drivers are responsible for proper maintenance of assigned State motor vehicles. Instructions for the Maintenance Assistance Program (MAP) are in the glove box of each vehicle.
- All fluid levels are to be checked when refueling.
- State garages are to be utilized for service whenever possible.
- Scheduled Maintenance:
- Drivers are responsible for proper maintenance of assigned vehicle. Review scheduled maintenance chart in MAP booklet for:
- Type of maintenance required
- Maintenance frequency
- Complete scheduled maintenance at licensed vehicle maintenance facilities in Michigan. Select a preventative maintenance vendor that will provide least amount of downtime with assured quality repair.

Unscheduled Maintenance:

- Proceed to a state garage or call the MAP authorization center (800-937-8149) to obtain service. Repair facility and required action will be mutually determined to assure minimal downtime with quality work. Specific instructions are in State Vehicle Policy and Practice Guide.
- It is the vendor's responsibility to obtain authorization from MAP for specific work over \$75 before beginning repair. It is only with this advance authorization that a vendor is assured payment for work completed.
- The driver is to review work stated on work order to assure completion before signing work order.
- MAP Authorization center hours are 8:00 a.m. thru 8:00 p.m. Monday thru Friday and 8:00 a.m. thru 4:00 p.m. on Saturday. Eastern Time Zone.
- Emergency repair during non-working hours:
- Emergency road side service and towing can be obtained by calling MAP authorization center number (800-937-8149). Repair vendor must call authorization center the next working day for authorization of repair work performed.
- Drivers and departments are responsible for road service charges, including lockouts, resulting from driver negligence.
- Collision, Incidents, Vandalism and Theft:
 - If driver is involved in any of the above they are to:
 - Report to local police. If the police cannot make an on-scene investigation, go to the police department and file a report.
 - Report to collision management center (800-937-8149) within 24 hours or next working day following the incident.
 - Collision Management Center will:
 - Complete a loss report over the phone.
 - Assess damage and determine repair action. Driver is to obtain repair estimates if necessary with guidance of authorization center.
 - Arrange for towing or alternate transportation if necessary.
 - Authorize all repairs and assure timely completion.
 - Driver is to confirm quality completion of all repairs stated on work order before signing work order.
 - In the event of a stolen vehicle and vehicle is not recovered in 30 days from date of loss, contact VTS (517/322-5004).
- Insurance:
 - The State of Michigan is self-insured. (See Procedure 0820.01.) .
 - Personal or business property in or on a State provided vehicle is not covered in the self-insured program.
 - A certificate to verify insurance coverage is located in the glove-box of the State motor vehicle.
- Credit Cards:
 - The fuel card program is described in State Vehicle Policy and Practice Guide. Drivers are responsible for proper use and care of vehicle fuel card.

- Each State vehicle is assigned a specific fuel card for the following purchases: fuel, oil, air, tire repairs, car washes, fluids, windshield wipers and lights.
- Credit cards are not to be used to charge:
 - Maintenance or other repairs for motor vehicles.
 - Personal or miscellaneous items (such as food, beverages, etc.).
- Fuel:
 - All State vehicle drivers are required to economize by purchasing fuel at State-owned facilities when possible.
 - If a State-owned facility is not available, a self-serve fueling station is to be used as an alternative. A list of self-serve stations is available on the VS web site or with the vehicle fuel card.
 - Purchase fuel only at self-serve pumps. Employees unable to comply with this procedure may use Form VTS-51 to secure appropriate accommodations.
 - Purchase the appropriate fuel for the State vehicle: diesel, regular unleaded gasoline or correct alternative fuel. Do not purchase super unleaded or premium gasoline.
 - At time of fueling, entry of accurate current odometer reading is required.
- Licensing and Responsibility:
 - Agency:
 - Prior to assignment of a motor vehicle, permanently or on a temporary basis, must verify that all drivers have a current and valid driver license.
 - Request from all applicants seeking commercial driving employment, a history of the last 10 years of commercial driving experience.
 - Comply with all rules and regulations of Omnibus Transportation Employee Testing Act of 1991.
 - May not knowingly allow any employee to operate a vehicle if she/he has not complied with all legal requirements of the license.
 - Ensure employee compliance with all policies and procedures. Failure to do so may result in the revocation of vehicle privileges.
 - Identify one or more contact person(s), to provide notification to drivers within the agency of changes of law or requirements. All affected employees must be informed in writing of stated changes and requirements, and provided with the name(s) of contact persons(s) within their department.
 - Maintain a record that verifies their employees' understanding of licensing and basic use requirements for operation of State provided vehicles.
 - Drivers Responsibility:
 - Prior to assignment of a motor vehicle, permanently or on a temporary basis, must verify that all drivers have a current and valid driver license.
 - Demonstrate care, courtesy, and common sense when operating State provided vehicle.
 - Observe all traffic rules, laws, and regulations at all times.
 - Hold and have in their possession, a valid driver license or a valid commercial driver license, if appropriate.
 - Possess only one driver license, and it must be from their state of residency.
 - Provide copies of any license suspensions, revocation, cancellation or disqualification, by the end of the business day, to the vehicle coordinator within

their department. The vehicle coordinator will then report the above information via a telephone call to VS and follow through by sending VS copies of documents verifying the fact. Failure to comply may result in revocation of vehicle privileges.

- While operating under a commercial operator license, the driver MUST verbally notify the vehicle coordinator within their agency of all traffic violation citation and convictions (excluding parking violations.)
 - The vehicle coordinator then responds by either telephoning VS to report the received information and/or forwarding copies of any citations to VS with a cover letter stating the driver name, department, driver license number and offense. Failure to comply may result in revocation of vehicle privileges.
 - The driver must notify the vehicle coordinator regarding ticket resolution, providing copies of the hearing date and follow up, within 7 calendar days, by submission of documentation showing either an acquittal, or conviction and payment of fine requirements. Failure to comply may result in revocation of vehicle privileges.
 - Must notify in writing the Michigan Department of State within 30 days, if convicted for a moving traffic violation outside the State of Michigan. A copy of the letter is then submitted to the vehicle coordinator in their department verifying proof of mailing. Failure to comply may result in revocation of vehicle privileges. Drivers need not notify his/her vehicle coordinator in the event a parking ticket is issued.
- Seat Belts; Air Bags:
 - All occupants traveling in State provided motor vehicles are required to wear properly adjusted, fastened safety belts at all times.
 - Drivers of State provided vehicles transporting children must ensure their passengers all wear safety belts and are in appropriate infant carriers/child seats placed in rear seat of the vehicle.
 - Employees/departments are not to deactivate vehicle airbags. Please refer to Policy - 0440.
 - Drivers who disengage or otherwise make inoperative the safety belts in State provided vehicles may lose their State motor vehicle driving privileges.
 - Alcohol:
 - Alcohol and illegal drug use are prohibited while operating a State provided vehicle, or personal vehicle on State business.
 - Smoking:
 - Smoking is prohibited in State provided vehicles.
 - Tickets:
 - Drivers are responsible for paying traffic and parking tickets.
 - Departments are responsible for driver payment of parking and traffic ticket citations. Failure to comply will result in revocation of State vehicle privileges.
 - Travel logs:

- Departments are to maintain appropriate documentation to meet IRS regulations for business and personal use of State provided vehicles. The documentation is to include vehicle and driver identification, daily business and personal miles driven, and purposes of trip.

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Procedure Update: 6-24-02
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